



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: May 26, 2015
CC: All Departments



June 2, 2015, JLMC Staff Training, 2 PM
@ Public Safety Building, All Non-Essential Depts. Closed
May 30, 2015 Clean-Up, Green-Up Day @ States Landing Beach 9 AM-Noon

Interim Town Administrator: This week involved continued evaluation of resumes received for the Town Administrator position. I continued to meet with Town staff seeking input from them on the Town Administrator position as well as gaining insight into the overall town department operations. This will be beneficial information for discussion with potential candidates. A meeting with the Director of Human Services provided an excellent overview on the impact of Human Services needs in the town. Work was conducted on updating all personnel files in order to ensure compliance along with some potential human resource procedures that will be helpful. A review of the current bidding wording for future town bids was conducted. Investment policies and information was gathered for the Trustees. A personnel matter was further researched with final resolution with appropriate paperwork generated. The Board of Selectmen meeting was attended with information provided as requested. The week of May 25th I will be in the office all day Tuesday and Thursday and Friday until 12:30.

Administrative Liaison's Report: **Administrative Liaison:** I assisted with finalization of the Board of Selectmen's weekly agenda with Hope & Interim TA Granfield. I worked on the Surplus of Property notification letters to bidders and bill of sales to bidders. I also provided Board of Selectmen materials as requested for the special Board of Selectmen meeting. I attended the 2015 Road Program - Rehabilitation of Roads bid opening on Thursday which had three bidders. The bids are under review by the DPW Director and Town Engineer with hope for a recommendation for the June 4th Board of Selectmen's meeting. I also worked on a concern brought by a Board of Selectmen member concerning a motor vehicle accident involving some local youths. After communications with PD and School Administration, the matter of concern was closed.

Work Session Items:

- Administrative Regulations
- Personnel Files
- Outstanding Policies
- Town Administrator Search
- Computer/Social Media Policy Discussion

Finance & Personnel: Nothing to report this week.

Assessor: Carol Fucarile and I will be attending the Vision User Group Conference on Thursday and Friday.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities:

Highway Division: The preparations for the Memorial Day capitalized this week's activity with the spring cleaning of Long Island Beach, utilizing the assistance of a contractor with a special rock bucket to assist with the large amounts of leaf and pine needle debris on the water's edge. The crew also removed two hazard trees at Middle Neck and Richardson Cemeteries. The crew moved the materials screen from the WMF and set it up at the highway garage to screen ditching material. The crew did grading and graveling on Glidden Road, Harvard Camp Road, and a section of Bodge Hill Road. The crew also did tree trimming on the access road to the WMF, installed seasonal delineators on conjoined sections of the Pathway on Moultonborough Neck Road. The crew also assisted the School District with delivery of wood chips to the Academy. The mechanical staff handled tire change for PD car #8, LOF for 092, fleet van and repairs to tarp on Truck #3, fuel primer on Truck #6. Agent Kinmond reviewed three driveway permits for Colonial Drive and one on Blake Road. Agent Kinmond also marked Susan Drive for dig safe so drainage work can be done to help mitigate water run off on properties. Agent Kinmond and three staffers attended the annual Road Agents Association Mountain Demos at Mt. Sunapee. Agent Kinmond met with FairPoint and NHEC for pole relocation staking on Lee Road, and participated in Town Engineer QBS finalist contract negotiations. The crew also did some general shop clean up, and on Friday in recognition of National Public Works Week the crew was thanked with a BBQ.

Facility & Grounds: The Grounds crew and seasonal staff work feverishly spring cleaning cemeteries, mowing of the cemeteries, placement of veteran flags, and mowing of common areas and facilities. The highway crew assisted with playground maintenance with baseball field infield grading, lining and mowing of baseball & soccer field. The facilities staff worked with the janitorial vender for VCT waxing and carpet cleaning. The staff also coordinated with flooring vender for VCT installation in the Tax and Town Clerks offices and Lobby areas. The Highway and Facilities staff put up the village flags for the Memorial Day and Independence Day. The facilities staff also worked on a loss of water at Town Hall, and then the Facility worker assisted the Geo-Tech with the borings of the PSB Slab.

Waste Management Facility: Co-Facility Managers King and Filpula reported that they shipped a 50-yard container of scrap metal. Part-time EO Weeks assisted the WMF staff on Monday to finish the screening of the compost. The staff conducted reviews of candidates for intermittent seasonal Facility Attendants, from the general laborer applicant pool. The staff has recommended the candidates, and backgrounds are being done. Office Assistant Hoyt worked with the managers to achieve record & bookkeeping needs.

Moultonborough Police Department: The Moultonborough Police Department recorded 544 log entries, which included the following calls for service: 75 motor vehicle stops, 14 assists to Fire/EMS, 1 directed patrol, 2 arrests, 6 complaints, 4 motor vehicle accidents, 9 motor vehicle complaints, 3 residential alarms, 3 commercial alarms and 1 K-9 complaint.

Training: May 18th – 22nd, Sgt S Fulton attended the FBI L.E.E.D.A. Class
May 21st, Spring Firearms Training Sgt Beede, Sgt Boucher (instructor), SRO Baker, Det John, MPO Beaulieu (instructor) and Off Gillis
May 21st, MPO LeBlanc attended BSOG training

Moultonborough Fire Department: **Moultonborough Fire Rescue:** Year to date there has been 273 calls for emergency service.

For the period of 5/15/2015 to 05/21/2015 there were 17 calls for service: There were 7 Medical Emergencies, 1 Authorized Control Burning Call, 1 Brush Fire, 1 False CO Detector Activation, 1 Assist Police Department Call, 2 Motor Vehicle Accidents, 1 Mutual Aid Cover Assignment, and 3 False Fire Alarms. MFR assisted Rumney and W. Ossipee on two mutual aid calls. MFR received automatic aid from Center Harbor on one call and on two calls from Sandwich.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 15:19 minutes
Overall Average Manpower per incident: 6 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:36 minutes
Overall Average Day Time Manpower per incident: 7 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 17:55 minutes
Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

Operations: During the week of 5/15/15 to 5/21/15 there were three requests for information, one insurance information request, and three fire permits were issued. Two Place of Assembly inspections, an oil burner inspection, and an oxygen check at Geneva Point Center was conducted. On 5/18, Chief Bengtson was invited to speak to the Lions Club. An EMS Continuing Education training was held on 5/21/15 on Mass Casualty Incidents conducted by John Burdette, NREMT-P.

Fire Danger and Fire Permits: Due to the lack of significant rainfall and low humidity, the fire danger remains high. The issuance of fire permits has been restricted to days with low and moderate fire danger. The fire warden is grateful for the cooperation and understanding demonstrated by residents and property owners during this period of high fire danger.

Office of Development Services Planning: On Monday, May 18th, the Code & Health Officer, Fire Chief and I conducted an inspection of the Town property and privately owned building at 4 Whittier Highway to determine the status of required site plan improvements, whether the terms of the lease were being upheld and to determine whether code and life safety requirements were being met. Results of that inspection are being prepared for the lessee and the Board of Selectmen. The Town Planner met with the Master Plan Steering Committee on Tuesday, the Zoning Board on Wednesday, and the Planning Board Chair on Friday. I participated in a negotiating session with the number one firm for Town Engineer with the DPW Director and the Chair of the Steering Committee on Wednesday. Proposed contract language for the Board of Selectmen review is forthcoming. The Code & Health Officer and I met with the new owner of the Berry Pond Motel and former Gilligan's on Friday to hear his group's proposed use of the properties. We informed the owner that said use was not an allowed use by right and will be preparing a written decision for him in that regard by next Wednesday.

Code & Health: I issued ten building permits and twelve subcontractor permits. I have twelve permits reviewed and processed and waiting to be picked up. I approved two septic designs for state approval. The water tests for the Playground and Lions Club are at the State Lab and I am waiting for the results. I am planning on taking the week of June 15-19 off for a vacation week, pending the availability of Ken Balance from Center Harbor in covering for inspections.

Human Services: Nothing to report this week.

Recreation Department: Coming up on May 29, MRD is sponsoring a Mother/Son Mini Golf Scramble at Paradise Falls Mini Golf for boys in grades two through six. On Saturday, May 30, the Rec Dept. and DPW will hold a “Clean Up, Green Up” day at State’s Landing Beach. Volunteers are needed to help clean up the area, and are welcome to stay for a BBQ after. Bring a rake and work gloves. The event will run from 9:00am – noon, with the BBQ to follow.

Volunteers are needed for the neighborhood Work Party at State’s Landing Beach on Saturday, May 30. The annual Clean Up, Green Up, sponsored by Moultonborough Recreation and DPW, runs from 9:00am-noon, followed by a BBQ prepared by town officials. Please bring your work gloves, garden and lawn rakes and a chair for the Chat & Chew Barbecue which will include an update on the progress and future of the State’s Landing Beach and Park Project. Call MRD for more information 476-8868.

Important Dates to Remember

Selectmen’s Work Session, May 28, 2015, 4 PM

States Landing Facility, Green Up – Clean Up Day, May 30, 2015, 9 AM-Noon (Rain Date, 6/13)

JLMC Spring Training, Public Safety Bldg., All Non-Essential Depts. Closed, June 2, 2015, 2 PM

Selectmen’s Meeting, June 4, 2015, 7 PM

Board of Selectmen’s Goal Setting Follow-Up (Primex) June 11, 2015, 10 AM - 2 PM

Selectmen’s Meeting, June 11, 2015, 7 PM

Selectmen’s Meeting, June 19, 2015, 7 PM

Selectmen’s Work Session, June 25, 2015, 4 PM

Staff Meeting, June 5, 2015, 9 AM